



TRANSFER CREDIT ELIGIBILITY FORM
SUPPLEMENT

For college courses taken while in high school

Instructions to the Student: First supply the name of the college or university from which you want to transfer credit, your name, your student ID number or social security number, the course number, the title of the course, and the semester or term of enrollment. Then submit the form to the Registrar of the college or university which offered the courses.

TO: The Registrar of _____
(Name of college or university awarding the course credit)

REGARDING: _____ (Print name of student requesting credit) _____ (Student ID number)

The individual named above has requested that credit for one or more courses listed below, taken while in high school, be transferred to Newcomb-Tulane College to be applied toward a degree. University policy stipulates that courses sponsored by a college or university, but taught at high schools by high school teachers in classes composed primarily of high school students will not be considered for transfer credit at Newcomb-Tulane, even if a college transcript is issued for these courses.

	University/College	Course Number	Course Title	Semester Enrolled
1				
2				
3				
4				

This form may be photocopied for additional courses

Please verify with your signature below that these courses, listed on the transcript of your institution, were **not** offered on a high school campus nor taught to a class of only high school students on your college campus. If one or more of the courses does not meet this criterion, please omit that course and initial your change. Please contact Tulane’s Center for Academic Advising with any questions. *Thank you for your assistance.*

Print Registrar’s Name

Registrar’s Signature

Date

Please return the completed form to the Center for Academic Advising via Fax at 1-504-865-5799 or mail to the Center for Academic Advising, 211 Stanley Thomas Hall- Tulane University- New Orleans, LA 70118